

Court staff categories in the EU

France

Information provided by: École nationale des Greffes

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DESCRIPTION OF CATEGORIES OF COURT STAFF in France

1. Court staff category / profession

Name of Court Staff Category	In French: Greffier en chef
	In English: Chief Clerk of the Court
Legal basis / regulatory documents	Décret no 92-413 du 30 avril 1992 portant statut particulier des greffiers en chef des services judiciaires

2. Access to the category / profession

Main Access conditions	<p>Qualifications:</p> <ul style="list-style-type: none"> • Higher education degree • Professional experience: at least 4 years of completed public service <p>Aspects of EU law: N/A</p>
Access process	<p>Recruitment procedure: takes place at national level</p> <p>Process:</p> <ul style="list-style-type: none"> • State/public exam
Alternative access	Yes

routes	<ul style="list-style-type: none"> • Transfer routes from other professions (e.g. from the academic sector, law implementation sector, from public administration, etc.) • Internal exams for civil servants • Others (recruitment of employees recognised as disabled workers; selection from the list of qualified personnel of the Ministry of Justice (<i>liste d'aptitude</i>) including the category B civil servants before age 40 or less with at least 9 years of public service) <p>Employees working as civil servants are assigned to Court clerk posts via secondment from public administration services for a certain period of time, possibly followed by an induction process.</p>
3. Responsibilities / Duties	
General responsibilities	<ul style="list-style-type: none"> • Procedures • Management <p><i>Greffiers en chef</i> carry out Chief administrative tasks and management tasks. They act as Head of the Court Clerk service (<i>Services du Greffe</i>) of a Court or Tribunal and apply all necessary procedures in order ensure the smooth running of the court service. Their main tasks include: Chief Management, administrative duties, management, human resources, training, logistics, running of the court, law and procedures.</p> <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures • Criminal law and procedures • Access to justice • Management of Courts (E-justice, data protection, authentication of judicial and extra-judicial documents, court programming/management of court agendas, budget, Health & safety, building administration)
Role in process with EU law aspects	Aspects of EU law: exist but constitute only a small aspect of their overall duties

<i>4. Organisation of the category / profession</i>		
Organising Structure	Ministère de la justice, Direction des services judiciaires, Sous-direction des ressources humaines des greffes 13 place Vendôme 75001 PARIS Website: http://www.justice.gouv.fr/	
Institution in charge of training activities Training providers	Ecole nationale des greffes 5 boulevard de la Marne CS27109 21071 Dijon cédex Téléphone:0033380605600 Télécopie:0033380605800 Courriel : courrier.eng-dijon@justice.fr Website: http://www.eng.justice.fr	
	numbers	1 national private sector structures 10-20 regional public structure structures
	types	National and regional institutions
	Name(s)	National training is organised by the <i>École nationale des Greffes</i> (ENG) and it is completed by training organised by the Training managers of the Court of Appeal (continuous training)
Professional organisation(s)	<ul style="list-style-type: none"> • UNSa Services Judiciaires (UNSa/SJ) UNSa SJ - 14 rue des Cévennes 3ème étage Balard - bureau 311 75015 Paris tél 00331.44.77.75.30 - fax 00331.44.77.75.52 mail address : synd-sg-uns-sj@justice.fr Site Web: http://usaj.justice.free.fr • Syndicat national CGT des chancelleries et des services 	

	<p>judiciaires Tribunal de grande instance de Paris local syndical CGT - Palais de Justice 75004 Paris tél 00331.44.32.58.60 - fax 00331.46.33.26.98 mail address : synd-cgt-acsj@justice.fr -</p> <p>Site Web : http://cgt-justice.fr</p> <ul style="list-style-type: none">• FEDERATION INTERCO CFDT 47/49 avenue Simon Bolivar 75019 Paris tél 00331.56.41.52.52 - fax 00331.56.41.52.51 mail address: interco@cfdt.fr• Syndicat national FO des services judiciaires Cour d'appel de Toulouse - Syndicat FO SJ - 10 Place du Salin - BP 7008 - 31068 TOULOUSE CEDEX 7 tél 00335 61 33 72 34 fo-justicesj@fagefo.fr• Syndicat des greffiers de France Force ouvrière 12 rue Chabanais 75002 Paris tél 00331.40.15.09.61 - fax 00331.40.15.09.32 mail address : synd-sdgm@justice.fr <p>Website : http://www.lesgreffiers.com</p>
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Source: Pilot Project - European Judicial Training: "*Lot 3 – State of play of training of court staff in EU law and promotion of cooperation between training providers at EU level*", carried out by the European Institute of Public Administration (EIPA) together with a consortium